




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: <b>DISASTER/EMERGENCY RESPONSE PROGRAM</b>	POLICY NO. <b>101.1</b>	EFFECTIVE DATE <b>08/01/03</b>	PAGE <b>1 of 2</b>
APPROVED BY:   Director	SUPERSEDES <b>10/01/89</b>	ORIGINAL ISSUE DATE <b>06/22/88</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To provide policy and guidelines to ensure the performance of appropriate duties by Department of Mental Health (DMH) personnel prior to, during and after a disaster/emergency.

### POLICY

- 2.1 DMH shall maintain a Disaster Response Plan that details the procedures, authority, responsibility, training and response activities for assuring the Department's proper action following a disaster/emergency.
- 2.2 The Plan shall be Department-wide in scope and shall be reviewed at least annually to assure its accuracy.
- 2.3 The Plan will be implemented when so ordered through Countywide response channels or when ordered by the Director of Mental Health or designee.
- 2.4 In accordance with the Chief Administrative Officer's (CAO) direction, and under the direction and authority of the Director of Mental Health, the Emergency Outreach Bureau (EOB) Deputy Director shall be responsible for the development of this Plan and for the coordination and integration of the Department's Plan with other agencies and departments.
- 2.5 In the event of a disaster/emergency, the employee reporting order as well as the usual lines of authority will continue, whenever and wherever practical. Under the direction and authority of the Director of Mental Health, DMH Executive Staff may authorize the implementation of disaster operational reporting procedures at any time in response to a disaster/emergency.
- 2.6 Under the direction and authority of the Director of Mental Health, the EOB Deputy Director shall be responsible for coordination with and communication between DMH management and the County Emergency Operations Center (CEOC) or Operational Area Command Center.
- 2.7 Under the direction and authority of the Director of Mental Health, the EOB Deputy Director shall be responsible for the direction, management and planning of all clinical services that are mobilized in response to a disaster/emergency.



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- 2.8 Under the direction and authority of the Director of Mental Health and the Chief Deputy Director, the Planning and Program Support Bureau Deputy Director and the Administrative Support Bureau Division Chief shall be responsible for the direction, management and planning for all transportation, evacuation and similar activities called for in the Plan and/or ordered mobilized.
- 2.9 Each Deputy, or other manager of a facility, division or unit shall be responsible for the preparation and maintenance or, and employee familiarization with, the Building Emergency Plans (BEP) and Management Emergency Plans for the units he/she manages. These plans shall comply with the overall CAO and DMH Plan principles and guidelines. The BEPs and Management Plans shall become an integral part of the DMH Plan providing instructions for all DMH employees regarding what specific actions are to be taken in the event of a disaster/emergency.

### **AUTHORITY**

Department of Mental Health Disaster Response Plan.

### **REVIEW DATE**

This policy shall be reviewed on or before May 1, 2008.